Intrepid: V10

Leave Manager

Applicant User Guide

Hicom Technology
Version 1.00

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Intrepid: V10 is an online system designed to manage trainees and their education, and forms part of the Intrepid HR software suite used to administer training, education and career progression in the healthcare sector.

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Distribution

This user guide can be freely distributed to users of the Intrepid: Leave Manager system.

Introduction

This user guide is intended for applications who are applying for leave using the Intrepid: Leave Manager system.

Leave Manager – Application

Once you have logged into Intrepid, click on the Leave Manager menu on the left hand side and then on 'Leave Application'. This will display the screen below and allow you to select against which post you wish to apply for leave.

Figure 1: Post List

Click 'Apply' next to the post and you will be presented with the leave application form. Each section of this screen is described in detail below.

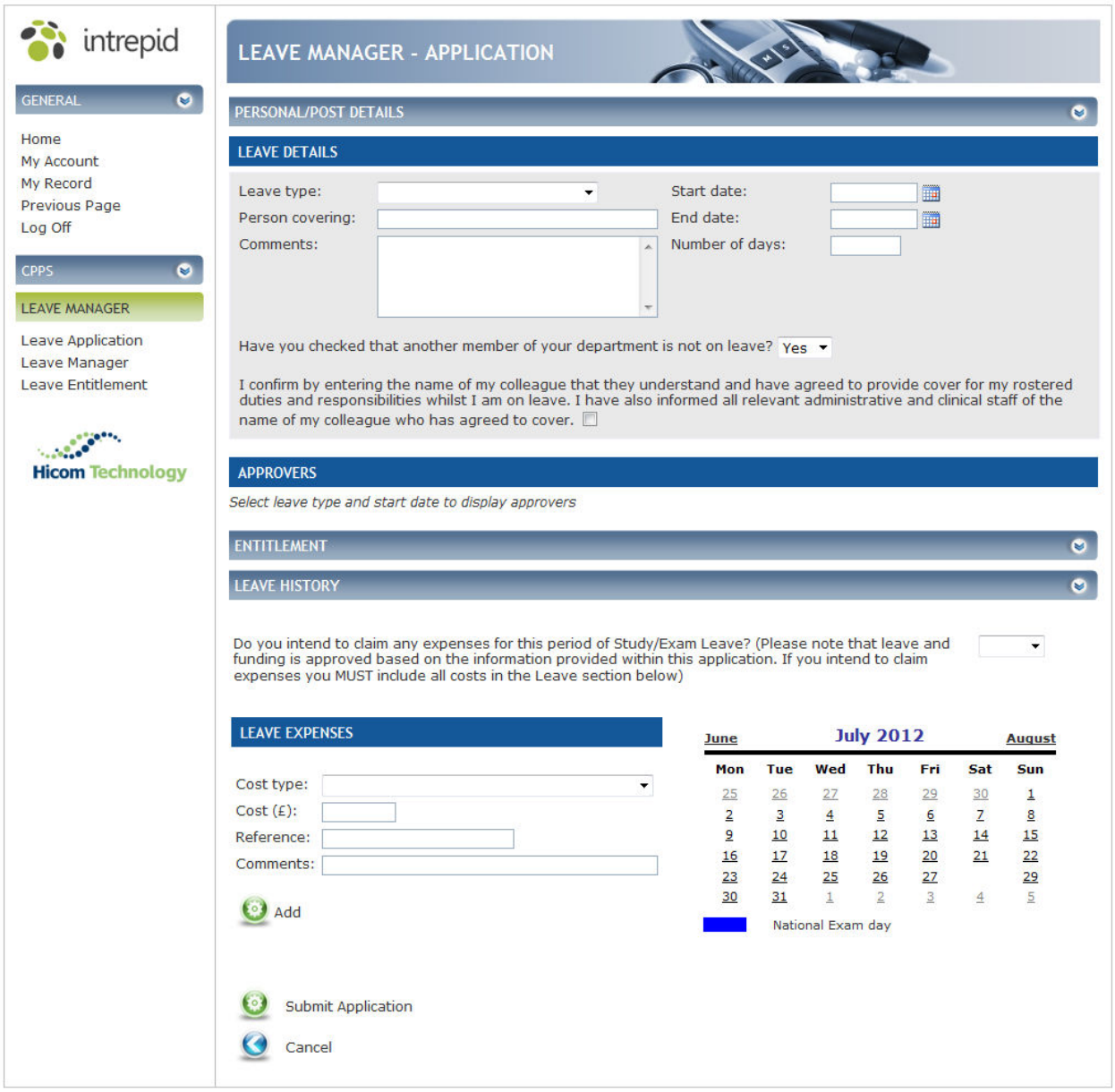
intrepid
LEAVE MANAGER - APPLICATION
GENERAL
Home
My Account
My Record
Previous Page
Log Off
CPPS
LEAVE MANAGER
Leave Application
Leave Manager
Leave Entitlement
Hicom Technology
PERSONAL/POST DETAILS
LEAVE DETAILS
Leave type:
Person covering:
Comments:
Start date:
End date:
Number of days:
Have you checked that another member of your department is not on leave? Yes
I confirm by entering the name of my colleague that they understand and have agreed to provide cover for my rostered duties and responsibilities whilst I am on leave. I have also informed all relevant administrative and clinical staff of the name of my colleague who has agreed to cover.
APPROVERS
Select leave type and start date to display approvers
ENTITLEMENT
LEAVE HISTORY
Do you intend to claim any expenses for this period of Study/Exam Leave? (Please note that leave and funding is approved based on the information provided within this application. If you intend to claim expenses you MUST include all costs in the Leave section below)
LEAVE EXPENSES
Cost type:
Cost (£):
Reference:
Comments:
Add
June
July 2012
August
Mon Tue Wed Thu Fri Sat Sun
National Exam day
Submit Application
Cancel

Figure 2: Leave Application

Select the Leave Type for which you are applying along with the start and end dates of the leave and the total number of days for which you will be on leave. If required, enter the person who will be covering you whilst you are on leave along with any comments you feel may be relevant.

Confirm that you have checked that another member of your department is not on leave and that the person entered in the 'Person covering' box has agreed to provide cover whilst you are on leave.

Approvers

The list of approvers who will receive your application are listed here.

Entitlement

You can view your leave entitlement in this section.

Leave History

Previous leave can be viewed in this section. The filter allows you to select different leave types.

Expenses

Anticipated expenses can be added here. Select the expense type, cost and any comments and then click the 'Add' button. You can continue to add expenses to your application.

Submitting

Once you have completed all fields, click on the submit button to submit your leave request.

Leave Manager – Leave Manager

This area is accessed by clicking on the 'Leave Manager' menu item on the left hand side of the screen. All leave applications are available to view in this section. Any comments made by leave approvers are available to view by clicking on the request and scrolling to the Approvers section of the application. If a leave request is still in progress, it can be amended and re-submitted or cancelled.

Re-submitting an application will require it to be authorised by all approvers from the beginning of the leave approval chain.

Leave Manager – Entitlement

Your entitlement is shown here. You can check your remaining entitlement before submitting a leave request.